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23 April 1980

MEMORANDUM FOR: All CRD Reviewers

FROM: [REDACTED]

Chief, Classification Review Division

SUBJECT: Systematic Classification Review at NARS and WNRC

1. National Archives and Records Service (NARS) personnel are constantly processing and reviewing the classification of records accessioned to NARS by various U.S. government agencies to get them in proper order and declassify them so that they can be made available to the public. One of the responsibilities CRD has is to perform systematic classification review as requested by NARS: to review CIA documents and CIA information found in the records of other U.S. government agencies now being processed by NARS to determine whether or not the CIA information can be declassified. This is one of the heaviest responsibilities that we have in CRD. When we review our own CIA-held records, those records will be placed back in CIA Archives and probably won't be seen again for many years. Our review actions at NARS, however, form a part of the process of preparing records for release to the public and when we declassify a document, that document could be in the public domain very quickly. The classification actions we take at NARS therefore, represent CIA's final decision whether or not a particular document or bit of information will continue to be protected.

2. SCHEDULING: CRD reviewers will be formed into teams and will be scheduled for NARS (Pennsylvania Avenue National Archives Building) or for Washington National Records Center (WNRC, Suitland). Ordinarily, each team will consist of two reviewers. When new reviewers are assigned to CRD they will learn the review procedures by working on CIA-held material. Only after they have demonstrated an acceptable level of competence in that work will they be assigned to a NARS team, and will go with experienced reviewers the first time or two to NARS to become familiar with the requirements and procedures there. Since we have several reviewers who have not been to NARS, they are being assigned currently as the third person to the various teams. When the new personnel have become proficient, we will rearrange the teams to consist of two reviewers each.

3. Teams are made up to get the broadest possible background and experience and for car-pooling convenience. Team leaders are selected primarily on the basis of length of experience in reviewing records at NARS. Teams will go to WNRC (Suitland) on rotation (Team A, Team B, Team C, etc.) each Wednesday. If there is insufficient work for a full day, WNRC personnel will notify us. The team scheduled for that week will then be put at the bottom of the rotation list and will miss that turn. This should not happen often, however, because WNRC prefers a regular schedule and has assigned one employee, Mr. Reggie Washington, to be the coordinator for CIA material and to prepare sufficient material for each week's review. Since reviewers will be scheduled long in advance for the WNRC review, there should be a minimum of scheduling conflicts. Should a problem arise, however, the reviewer should report it to his Branch Chief who will make alternate arrangements in coordination with C/CRD/OPS. The person who drives is paid for actual mileage less the distance between his residence and our offices in Rosslyn. To be reimbursed, give the CRD Secretary your name, date of travel, number of miles driven to and from WNRC, and the distance between your residence and Rosslyn. The CRD Secretary will submit all such claims once each month. Review at NARS (National Archives Building on Pennsylvania Avenue) will be on demand. We have not had much work there in the past and we usually have two or three days to respond. Travel is accomplished via Metro; it can be done after coming to the office; and the travel expense on Metro is reimbursable. The teams will go to NARS on a reverse rotational basis, i.e., Team G, Team F, Team E, etc.

4. TRAVEL: As noted above, a major consideration in selecting teams is to ensure their ability to car pool and normally you will be expected to travel together. If designated team members are unable to car pool regularly they should advise C/CRD/OPS for possible change in team assignment. Exceptions to car pooling will be made in those circumstances where it is obviously impractical because of temporary considerations. In such cases clear it with your Branch Chief. To park at WNRC you must use the non-reserved or visitors' parking spaces and get a Temporary Parking Pass (the Declassification Branch office can help you in this), and place it on the dash. We are unable to get long-term parking permits because of the new rules that federal employees pay for their parking.

5. REVIEW MATERIALS: Copies of applicable CRPs, pads of 4023A forms, copies of the reviewer's daily statistics sheet, and the necessary stamps have been placed in a Review Kit that will be kept in a safe at the Declassification Branch offices at WNRC. While the material in the Kit is not classified, prudence dictates that we handle it at WNRC as though it were. Paper, pens, felt-tipped pens, and other such materials are available and will be furnished by NARS personnel.

6. REVIEWING: The following is a general guideline for conducting our review work at NARS. It is intended to smooth out our joint effort with NARS and provide for consistency in review procedures. These procedures are developed by NARS and we will find deviations in these procedures because of changes in NARS personnel and other factors operating there. Any procedural questions or points which come up should be discussed with our primary contacts

at WNRC who currently are Ms. Brenda Reger and Mr. Reggie Washington. On procedural questions we should be as accommodating with NARS as possible and when significant points come out of such discussions coordinate them with C/CRD/OPS. In the area of determining classification status however, remember that we adhere strictly to CIA rules and guidelines to reach our decisions. A question concerning a classification action should be discussed among the team members and if it cannot be resolved in that way it should be brought back to CRD for CRD action. The review guidelines are as follows:

- a. We do not write or stamp anything directly on the documents.
- b. CIA documents are reviewed for declassification at NARS and WNRC the same as those in CIA-held records:

- 1) If the CIA document can be declassified, put the following stamp on the Worksheet and fill in the date and your employee number (NOTE: At times we have been asked to put the stamp on both the Worksheet and the Tab which wraps around the document. Check with the CIA Coordinator to see how he would like it done.) In lieu of using the stamp you may write "RELEASE" or simply "R" and the date and your employee number:

Document No. _____
 Review of this document by CIA has determined that _____
☐ CIA has no objection to declass
☐ If contains information of CIA interest that must remain classified at TS S C
 Authority: MA _____
☐ It contains nothing of CIA interest
 Date _____ Reviewer _____

THE C.I.A. HAS NO OBJECTION TO THE DECLASSIFICATION OF THIS DOCUMENT.

STATINTL
 AUTHORITY: HR _____
 REVIEWER: _____ DATE: _____

STATINTL

- 2) If the CIA document must remain classified use the following stamp filling in your employee number, the date and encircling the classification, or write on the Worksheet "HOLD AT (TS, S, C)," followed by your employee number and the date:

THIS DOCUMENT CONTAINS INFORMATION THAT THE CIA HAS DETERMINED MUST BE CLASSIFIED AT THE LEVEL INDICATED:

TS S C

STATINTL
 AUTHORITY: HR _____
 REVIEWER: _____ DATE: _____

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- 3) If the CIA document can be declassified from our point of view but should be reviewed by another U.S. Government agency because of derivative material, and National Archives personnel have not marked the Worksheet for such review, stamp the Worksheet and Tab with the following stamp and fill in your employee number, the date, and the identity of the other agency that should also review the document:

DOCUMENT NO. _____
 CIA HAS DETERMINED THAT THIS DOCUMENT MAY BE DECLASSIFIED SUBJECT TO REVIEW BY: _____

STATINTL
 AUTHORITY: HR _____
 REVIEWER: _____ DATE: _____

ILLEGIB

4) Complete a form 4023A on each CIA document reviewed whether it is declassified or remains classified. See CRP 80-4 for instructions for filling out the 4023A form on CIA documents encountered at NARS and WNRC.

c. Documents of other U.S. Government agencies which contain derivative or other material of interest to CIA are treated as follows:

1) If the CIA information can be declassified, put the following stamp on the Worksheet and fill in the date and your employee number (or write "RELEASE" or "R" followed by your employee number and the date):

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

THE C.I.A. HAS NO OBJECTION
TO THE DECLASSIFICATION OF
THIS DOCUMENT.

STATINTL
AUTHORITY: HR [REDACTED]
REVIEWER: _____ DATE: _____

AUTHORITY: HR [REDACTED]
REVIEWER: _____ DATE: _____

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2) If the document must remain classified to protect the CIA information, put the following stamp on the Worksheet and fill in the level of classification required, the date, and your employee number, or write "HOLD AT (TS, S, C)," followed by your employee number and the date:

THIS DOCUMENT CONTAINS INFORMATION
THAT THE CIA HAS DETERMINED MUST BE
CLASSIFIED AT THE LEVEL INDICATED:

TS S C

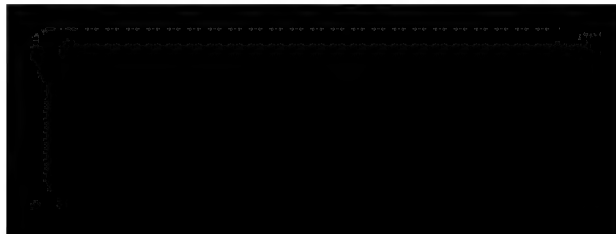
STATINTL
AUTHORITY: HR [REDACTED]
REVIEWER: _____ DATE: _____

d. Several series of documents have already been reviewed in record copy and are available to the NARS system for reference. NARS will be given an unclassified printout of the CRD and IM series and should be able to take action on these without reference to the CRD Review Team. Examples of other finished intelligence in NARS are: CIA/RR-GR, ONE Staff Memos, ER, M, G/E, CIA/RR CM, CIA/RR G/E, G/I, CIA/RR-MR-, MR, and CIA/RR PR. The major part of this type material is not being declassified and therefore printouts will not be made and sent to NARS. If you encounter any of these materials, make a list and when you return to our offices check the microfiche to see what, if any, review action has been taken. Give the details to the next team scheduled to go so they can take the necessary action.

e. Keep statistics on the work you do at NARS and WNRC. This should include the following details:

- 1) Total number of CIA documents/pages reviewed;
- 2) Number of CIA documents held (not declassified);
- 3) Number of CIA documents released (declassified); and
- 4) Total number of non-CIA documents/pages reviewed that contained information originated by or of interest to CIA, and of that total, the number for which we have an OBJECTION to declassification and the number for which we have NO OBJECTION to declassification.

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